

Student's Program _____

[School Use ONLY Box]

2016–2017 Verification Worksheet

Dependent Student (V5)

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the school may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the school. The school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information:

Student's Last Name	Student's First Name	Stud. M.I.	Stud. D.O.B.	Student's Soc Sec Number

B. Dependent Student's Family Information:

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.
- DO NOT include persons for whom your parent paid child support assuming that child support paid is reported on the FAFSA.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016 and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Soc. Sec. Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes/No)
		<i>Self</i>		

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Student's Name: _____ SSN: _____

C. Dependent Student's Income Information to Be Verified:

1. TAX RETURN FILERS - Complete this section if you filed or will file a 2015 income tax return with the IRS.

Note: If you filed or will file an amended 2015 IRS tax return, you must contact the financial aid administrator at your school before completing this INCOME section. ***The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. Check the box that applies:***

- ☐ You have already used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income tax return information into your FAFSA.
- ☐ You have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but intend to use the tool to retrieve and transfer 2015 IRS income tax return information into your FAFSA once you have filed a 2015 IRS tax return and it is available for download.

Go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and go to the Financial Information section of the form. Then, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer your 2015 IRS income tax information into your FAFSA. It takes up to 2 weeks for IRS income information to be available for electronic IRS tax return filers and 8-11 weeks for paper IRS tax returns. If you need more information about using the IRS Data Retrieval Tool, see your financial aid administrator.

- ☐ You are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will make available to the school a **2015 IRS tax return transcript** (not a photocopy of the income tax return).

If unable to use the IRS Data Retrieval Tool, then you will need to make an IRS tax return transcript available to your school. To obtain an IRS tax return transcript either (1) complete a Tax Return Transcript Request Form (provided by your school), (2) go to www.irs.gov and under Tools, click on "Get A Tax Transcript" or (3) you may call 1-800-908-9946. Regardless of the method, the only choice currently is to get the transcript by mail. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally the address used when your 2015 IRS tax return was filed). Make sure to request the "IRS tax return transcript."

2. TAX RETURN NONFILERS* - Complete this section if you will not file and are not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

- ☐ You were not employed and had no income earned from work in 2015.
- ☐ You were employed in 2015 and you have listed below the names of all your employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. *You must attach a copy of all 2015 IRS W-2 forms issued to you by employers or give a valid reason why a W-2 is not available. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Employer's Name	Annual Amount Earned in 2015	IRS W-2 Attached? (Yes/No)
Total Amount of Income Earned from Work		\$

***Note:** The school may require you to provide documentation from the IRS that indicates a 2015 tax return was not filed with the IRS.

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Student's Name: _____ SSN: _____

D. Parent's Income Information to Be Verified: Note - If two parents were reported in the household on the FAFSA, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS - Important Note:** If your parent(s) filed, or will file, an amended 2015 IRS tax return you must contact the financial aid administrator at your school before completing this INCOME section. ***The best way to verify income is by using the IRS Data Retrieval Tool on FAFSA on the Web. Check the box that applies:***

- ☐ Your parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- ☐ Your parent(s) have not yet used the IRS Data Retrieval Tool, but intend to use the tool to transfer 2015 IRS income tax return information into the FAFSA once the IRS tax return has been filed and is available for download.

Go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if your parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the parent section of your FAFSA. It takes up to 2 weeks for IRS income information to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax returns. If you need more information about whether or how to use the IRS Data Retrieval Tool see the school's financial aid administrator.

- ☐ Your parent(s) are unable or choose not to use the IRS Data Retrieval Tool, and will make available to the school a copy of the **2015 IRS tax return transcript(s)** - not a photo copy of the income tax return(s).

If unable to use the IRS Data Retrieval Tool, then your parent(s) will need to make an IRS tax return transcript available. To obtain an IRS tax return transcript either (1) complete a Tax Return Transcript Request Form (provided by your school), (2) go to www.irs.gov and under Tools, click on "Get A Tax Transcript" or (3) call 1-800-908-9946. Regardless of the method, the only choice currently is to get the transcript by mail. They will need their Social Security Number, date of birth, and the address on file with the IRS (normally the address used when the 2015 IRS tax return was filed). Make sure they request the "IRS tax return transcript." If your parents are married and filed separate 2015 tax returns, a 2015 IRS tax return transcript must be made available for each parent.

2. **TAX RETURN NONFILERS** - Your parent(s) must complete this section if not filing a 2015 tax return and not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

- ☐ Your parent(s) were not employed and had no income earned from work in 2015.
- ☐ Your parent(s) were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. *You must attach a copy of all 2015 IRS W-2 forms issued to you by employers or give a valid reason why a W-2 is not available. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	Annual Amount Earned in 2015	IRS W-2 Attached? (Yes/No)
<i>Total Amount of Income Earned from Work</i>	\$	

Student's Name: _____ SSN: _____

E. Child Support Paid: Mark and complete the appropriate section regarding 2015 paid child support.

- ☐ One or both of your parents paid child support in 2015. Indicate below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by the school, your parent may need to provide documentation of the payment of child support.
- ☐ No one in your parent's household paid child support during 2015.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support Was Paid	Annual Amount of Child Support Paid in 2015
<i>Marty Jones(example)</i>	<i>Chris Smith (example)</i>	<i>Terry Jones (example)</i>	<i>\$6,000.00(example)</i>
Total Amount Paid			\$

If you need more space, attach a separate page that includes student's name and Social Security Number at the top.

F. Receipt of SNAP Benefits: Mark and complete the appropriate section regarding Supplemental Nutrition Assistance Program support in 2014 or 2015.

- ☐ Your parent(s) certify that _____, a member of their household, as reported on the Free Application for Federal Student Aid (FAFSA), received benefits from the Supplemental Nutrition Assistance Program (SNAP or formerly known as food stamps) sometime during the 2014 or 2015 calendar years. Your parent(s) may be asked to provide documentation from the agency that issued the SNAP benefits in 2014 or 2015.
- ☐ No one in your parent(s) household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) at any time during the 2014 and/or 2015 calendar years.

G. Certification and Signatures: Each person (student and one parent) signing this worksheet certifies that all of the information reported on it is complete and correct.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

Student's Name: _____ SSN: _____

H. High School Completion (mark one):

- ☐ Copy of high school diploma attached.
- ☐ Copy of final official high school transcript with date of graduation attached.
- ☐ Copy of GED certificate or GED transcript (that indicates passing status) attached.
- ☐ Copy of Homeschool state-authorized credential (if required by the state) attached.
- ☐ Copy of Homeschool transcript (if no state credential required) with completed course list and documenting successful completion of secondary school education, signed by parent or guardian, attached.
- ☐ Copy of "secondary school leaving certificate" or similar document for student who completed secondary education in a foreign country attached.

I. Valid (not expired) government-issued photo identification presented IN PERSON and copy attached or use NOTARY statement below: *(School's representative signature required here upon receipt and review)*

- ☐ Driver's license or other state-issued photo identification (ID)
- ☐ Military ID
- ☐ Passport
- ☐ Other _____

(Printed name of *school's* authorized witness) (Witness signature) (Date received/reviewed)

J. Statement of Educational Purpose:

I certify that I _____ am the individual signing this *Statement of Educational Purpose*
(print student's name)
and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for 2016-2017.
(Name of Postsecondary Educational Institution)

Student's Signature Date
Student's SSN _____

K. Notary's Certification of Acknowledgement (Required if not signing in person at the school):

State of _____ City/County of _____
On _____, before me, _____, personally appeared,
(Date) (Notary's name)
_____, and proved to me on basis of satisfactory evidence of
(Printed name of student/signer)
identification _____ to be the above-named person who signed the foregoing instrument.
(Type of government-issued photo ID provided)

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____ (Date)

Submit this 5-page worksheet to the financial aid administrator at your school.

Form VW5-D